

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/S REGISTRY
FILE *Personnel 2-1*

FROM:
Director of Logistics
1206 Ames Center Building

EXTENSION

NO.

DATE

~~27 AUG 1970~~

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support
7D26 Headquarters

2.

3. Director of Logistics
1206 Ames

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1 to 3 - Although I did not anticipate delegation below the Division level, I have approved the attached paper in recognition of the disbursed nature of these organizational entities. Each Division must establish control mechanisms such as allocation of total hours per pay period or periodic reporting so that the Division Chief (and Director of Logistics) can maintain a review of the overtime authorized.

SIGNED R. L. Bannerman

R. L. Bannerman

Att

Memo dtd 17 Aug 70 for DD/S fr D/L, subj: Overtime Work

ADD/S:JWC/ms (25 Aug 70)

Distribution:

Orig RS - Adse, w/O&1 of Att (DD/S 70-3492)

1 - DD/S Chrono, w/Att

1 - DD/S Subject, w/Att & ✓

Ref (DD/S 70-3200)

OL 0 4878

SECRET

DD/S 70.3492

17 AUG 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Overtime Work

REFERENCE : Memo dtd 30 Jul 70 to DD/S fm A-D/L, same subject

1. This memorandum contains a recommendation for your concurrence in paragraph 4.

2. With your concurrence, the Chief, Printing Services Division (PSD) and the Chief, Logistics Services Division (LSD), OL, plan to delegate authority to authorize irregular overtime and to sign time and attendance (T&A) reports to the chiefs of operating components within their respective Divisions. The Chief, PSD plans to delegate this authority to the Chief, Special Printing Plant, Chief, General Printing Plant, and the Production Manager, Main Printing Plant. The Chief, LSD plans to delegate his authority to branch chiefs within the Division.

3. Both Divisions operate in dispersed areas and are manned with large numbers of personnel required to work essential overtime to meet Agency requirements. The above delegations will permit certification and authorization by responsible officials having first-hand knowledge of the overtime concerned.

4. It is recommended that authority to authorize irregular overtime and to certify T&A reports with overtime be delegated as outlined in paragraph 2 above.

Signed: John F. Blake

John F. Blake
Director of Logistics

CONCURRENCE:

SIGNED: R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

27 AUG 1970

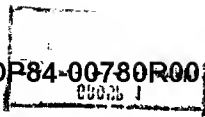
Date

SECRETGROUP 1
Excluded from automatic
downgrading and
declassification

OL 0 4878

2ECKEL

Approved For Release 2003/04/29 : CIA-RDP84-00780R003500130003-9



Distribution:

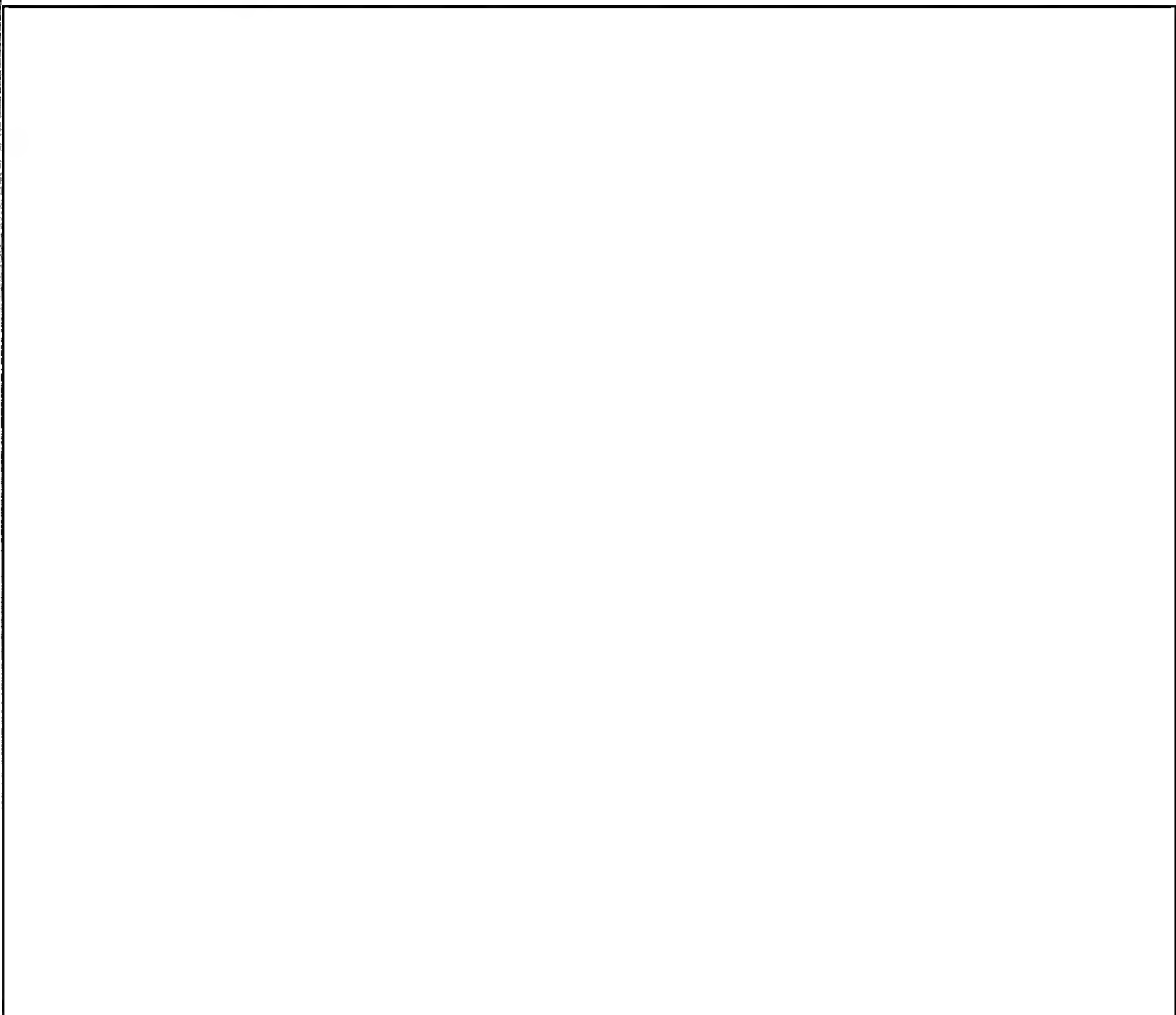
0 - Adse (for return to OL)

② - DD/S Chrono Subject

1 - Official

SA VNC 1830

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SA VNC 1830

2ECKEL

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Mr. Bannister -

The caveat on cover
sheet represents joint
effort of  & myself.



29 AUG 1970

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SECRET

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DD/S 70-3200

DD/S REGISTRY

FILE Personal 2-1

NO COPY

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Overtime Work

REFERENCE : DD/S Administrative Instruction No. 70-4 dtd 20 Feb 70,
same subject

1. This memorandum contains a recommendation for your approval in paragraph 3.

2. The referent administrative instruction requires that the Director or Deputy Director of Logistics certify time and attendance reports which include overtime hours. Because of the decentralization of the Office of Logistics, this authority is more effectively monitored at the division, staff, and depot level. A delegation of authority permitting certification of time and attendance reports with overtime by officials directly responsible for the overtime concerned will provide closer and more direct administrative control.

3. It is recommended that authority to certify time and attendance reports with overtime be delegated to officials serving in positions listed in the attachment.

[Redacted Signature Box]

Acting Director of Logistics

Att

The recommendation contained in paragraph 3 is approved.

[Redacted Signature Box]

~~R. L. Bannerman~~

acting A / Deputy Director
for Support

31 JUL 1970

Date

GROUP 1
Excluded from automatic
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declassification

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SECRET

OL 0 4516

SECRET

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Distribution:

Orig - D/L, w/att

2 - DD/S, w/att

1 - OL/Official, w/att & ref

25X1

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SECRET

SECRET

1. Executive Officer, Office of Logistics
2. Chief, Planning Staff, Office of Logistics
3. Chief, Procurement Management Staff, Office of Logistics
4. Chief, Logistics Services Division, Office of Logistics
5. Chief, Printing Services Division, Office of Logistics
6. Chief, Procurement Division, Office of Logistics
7. Chief, Real Estate and Construction Division, Office of Logistics
8. Chief, Supply Division, Office of Logistics
9. Chief, , Supply Division, Office of Logistics

25X1

SECRET

